

REQUIRED TREASURER TRAINING & COUNTY ELECTED OFFICIALS TRAINING

Treasurers Conference
August 1, 2012

BACKGROUND

- o Indiana General Assembly passed SEA 147 during the 2012 session to establish training requirements for county treasurers and auditors.
- o IC 36-2-10-2.5 requires an individual elected to the office of county treasurer after November 6, 2012 to complete at least:
 1. Fifteen (15) hours of training courses within one (1) year; and
 2. Forty (40) hours of training courses within three (3) years after beginning the treasurer's term.
- o Training courses are developed by the Association of Indiana Counties and approved by the State Board of Accounts

FUNDING FOR TRAINING

- o IC 36-2-7-19 requires each county (before July 1, 2011) to establish a county elected officials training fund, from which the county council is responsible for appropriating money for training requirements.
 - Money in the fund shall be used solely to provide training of recorders, clerks, and surveyors, as well as auditors and treasurers (effective July 1, 2012)
 - Fund can also be used to cover lodging and travel costs for training courses.
- o Fund can ONLY be used if your office or any other office has required training under statutes listed.

EXPENSE ALLOWANCE FOR ANNUAL CONFERENCE

- IC 5-11-14-1 states that an official attending a SBoA-called conference shall be allowed:
 - Mileage reimbursement (set by the county council)
 - Lodging for each night preceding conference attendance; exempts individuals who are attending a 1-day conference and live less than 50 miles from the conference location
 - Meal reimbursement (set by the county council) during the conference
- Such payments are required to be made from the county general fund
- A reimbursement claim cannot be denied if the claim complies with this section and IC 5-11-10-1.6 (which establishes requirements for submitting a reimbursement claim to the county)

TRAINING COURSES – SBoA

Course	Hours
○ AIC/SBoA Newly Elected Treasurer Training (election years only)	12
○ SBoA Annual Treasurers Conference (15 hours/year)	45
○ Vendor User Training Pre-Approved by SBoA <ul style="list-style-type: none"> • SRI Tax Sale training • Financial institution investment training • Tax billing software training 	Subject to content and hours

TRAINING COURSES – AIC

Course	Hours
○ AIC Annual Conference Affiliate Meeting (3 hours/year)	9
○ AIC Annual Conference Workshops (1 hour each, 3 hour/year)	9
○ AIC Institute (formerly DIPLOMA) Core Courses <ul style="list-style-type: none"> • Budget & Finance Level 1; Legal & Ethical Issues; and Human Resources 	15
○ AIC Institute Electives <ul style="list-style-type: none"> • Budget & Finance Level 2 	5

TRAINING COURSES – OTHER

Course	Hours
o Treasurer District Meetings (5 hours/year)	15
o TOTAL COURSE HOURS AVAILABLE:	110+
o TOTAL COURSE HOURS REQUIRED (WITHIN 3 YEARS OF BEGINNING TERM):	40

CERTIFICATION

- o Recognition during Treasurers Conference
- o *Recorders* that do not fulfill the required number of training courses will not be recognized as completing the curriculum and will be reported to their county commissioners as being noncompliant with IC 36-2-11-2.5(b)
 - *Note: This is an unofficial goal of the Recorders Association, and not actually set in statute*

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